

SCCID Website User Account Probate Commitment Hearing

Registering Case, Submitting Voucher, Checking Status



Log In Process

Step 1: Go to the SCCID website at

http://sccid.sc.gov

Step 2: Click the USERLOGIN button at the top of

page. (A new browser window will open).

Step 3: Enter your email address and password and click Log In

(see next slide for example.)

Log In Process

User	Login	×			
verified access	ust be a registered member with a demail address and password to to many areas of this web site. Pl elow or register for new member	gain ease			
	Log In to your SCCID account.				
	Email Address*				
	Password*				
	Forgot Password?				
	Having trouble logging in?				
	Log In				
	New User Registration				

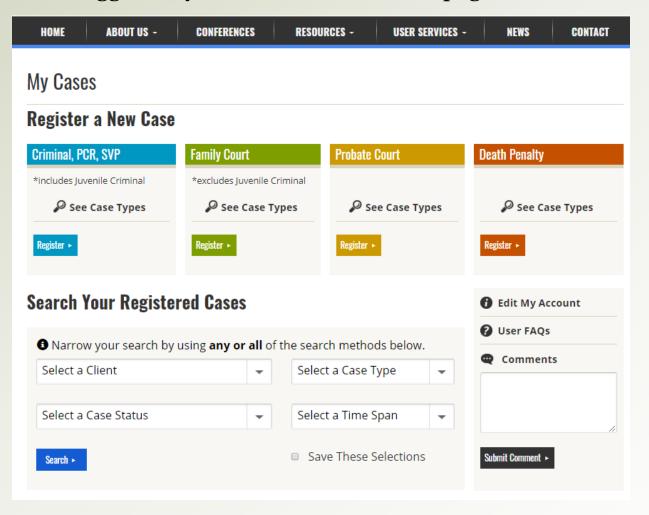
A Disclaimer will appear. Please read it and click OK.

User Login

This system is solely for the use of authorized South Carolina Commission on Indigent Defense (SCCID) users. The information contained herein is the property of SCCID and subject to non-disclosure, security and confidentiality requirements. SCCID shall monitor system usage for unauthorized activities. Any user accessing this system expressly consents to such monitoring.

OK

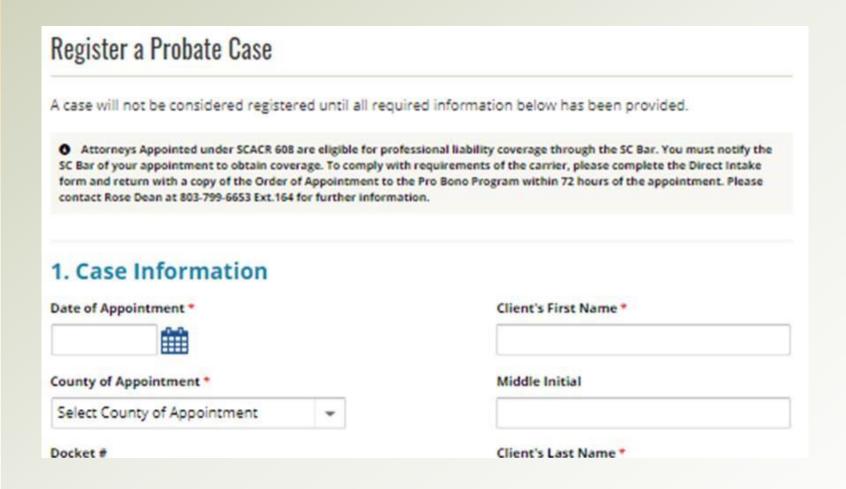
Once you are logged in, you will be directed to a page that looks like this:



Step 1: Under "Register a New Case", go to the Probate Court tab and click "Register".



You will be directed to a page that looks like this:

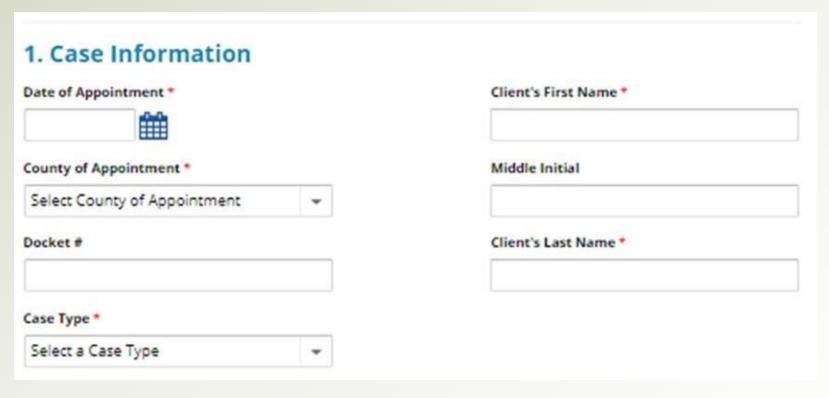


Enter the following information: **Step 2**:

- * date of appointment * County of Appointment
- * Case Number

* Case Type (only 2 choices)

* Client Name



Step 3: Upload Order of Appointment

- * Provided to attorney at the hearing
- * Order of Appointment and Voucher are combined
- * File type is limited to PDF (hard copy must be scanned to PDF)

2. Upload Order of Appointment (Form SCCA/306)

- The Order of Appointment is required for all cases.
- File type is limited to PDF.
- · All file sizes are limited to 10MB.
- Bills, orders and receipts may be uploaded here, faxed to 866-227-6713, or emailed to CC#SCCID.SC.GOV.
- Files you submit will be uploaded when Saving or Submitting the Case Registration.



Additional Confinence and Explanations			

Additional Comments and Evolunations

Step 4: Signature Authorization and Register Case

- * Read certification and click Accept the Terms
- * Click Register This Case button

3. Certification and Electronic Signature Authorization

I certify that this is a true and correct statement of the services I have rendered in this case and the expenses which were incurred.

By submitting this voucher, I certify that the information herein is true and correct to the best of my knowledge, that the services for which I am requesting payment were actually performed by me or another person, and no payments, other than those indicated herein, by or on behalf of my client were made to me for representation in this matter.

Moving forward hereinafter petitioner explicitly acknowledges the authority of OID to act pursuant to 26-6-10, Uniform Electronic Transaction Act, thereby establishing the legal effect or validity of records subject to electronic submission. S.C. Code Ann. § 26-6-10 (1976).

I Accept the Terms of this Agreement.

You must register this case to submit a Voucher.

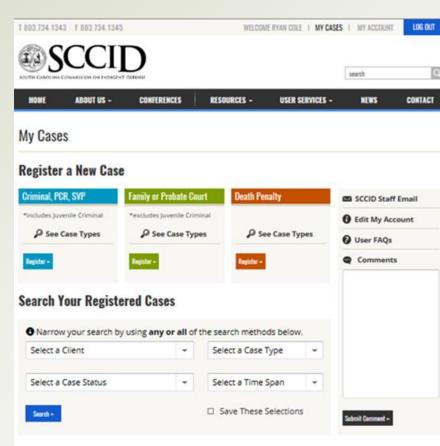
To save your changes, click REGISTER THIS CASE, otherwise, any changes will be discarded.

REGISTER THIS CASE

Return to MY CASES

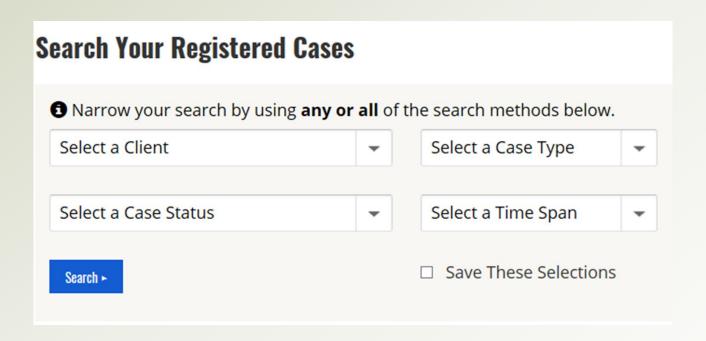
Checking the Status of Vouchers

On the initial *My Cases* page, you are able to search the cases you register for payment and you can see the status of the vouchers submitted.



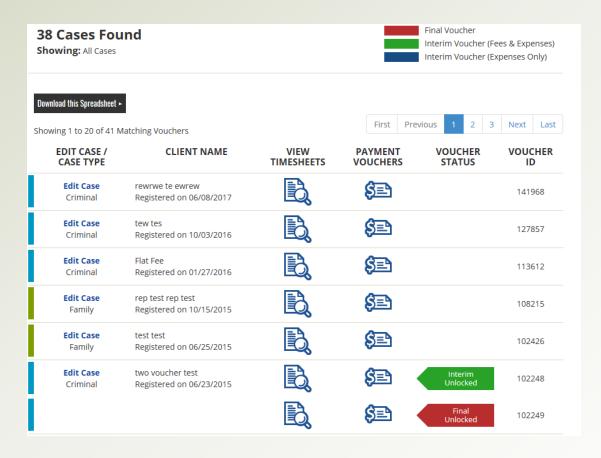
Checking the Status of Vouchers

Step 1: Enter the client's name or any of the other options to search cases registered by you.



Step 2:

A list of cases that you have registered will appear. Under the column Voucher Status, you will be able to see the status of the processing of any submitted vouchers.



REMEMBER to Log Out when you have completed your session.



Questions



CONTACT:

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